

Initiated: 06/16/2003	MILWAUKEE FIRE DEPT EMS GUIDELINE PRIVACY PRACTICES NOTICE	Approved by:
Revised: 09/01/2015		Chief Mark Rohlfing
Revision: 1		M Riccardo Colella, DO,MPH,FACEP

PURPOSE

To establish guidelines for the delivery of the Notice of Privacy Practices to all patients serviced by the Milwaukee Fire Department. The Notice of Privacy Practices informs patients about their rights under HIPAA and contains information about our MFD privacy practice policies and procedures.

POLICY

A copy of the NOTICE OF PRIVACY PRACTICES must be provided for every patient for whom an ePCR is created. MFD personnel are expected to make a good faith effort to provide this document for every patient. Furthermore, a patient signature acknowledging receipt must be obtained.

PROCEDURE

1. An electronic patient care report is to be completed for every patient contact. The patient/guardian is to be given the MFD Notice of Privacy Practices (NPP).

Note: If patient/guardian confirms receipt of revised NPP after 09/01/2015, delivery of another NPP is not required. However, previous receipt should be documented in the narrative.

2. Provide the patient with a brief explanation of the Notice of Privacy Practices brochure.

'This notice describes how medical information about you may be used and disclosed and how you get access to this information. Please review it carefully.'

3. Request signature of patient on the electronic patient care report. The first sentence of each signature page states the following:

*'By signing below, the signer acknowledges that **Milwaukee Fire Department** provided a copy of its Notice of Privacy Practices to the patient or other party with instructions to provide the Notice to the patient'*

4. **Patient signature is a federal mandate** except in the following two situations:

- **Emergency Treatment Situation** –Due to patient's emergent medical condition, he/she is unable to receive the NPP or sign for receipt acknowledgement. If the patient is unable to accept the Notice(s) due to the emergency situation, the Notice is to be delivered to a family member, legal guardian, power of attorney, friend, or facility representative who will accept responsibility for delivering the NPP to the patient after the emergency. If there is no one available on scene, the NPP is to be sent with the patient to the hospital or left with the patient's personal belongings at the hospital.
- **Patient Refuses to Sign** – Document in the narrative your good faith effort to obtain the signature and the reason why it was not obtained

5. NPP forms may be requested from Administration via electronic F-115 supply order form.